

LOOKING FOR A JOB ?

1. REGISTER WITH THE NEW HAMPSHIRE DIVISION OF EMPLOYMENT SECURITY JOB MATCH PROGRAM EITHER ONLINE AT: <http://www.nh.gov/nhes/> OR IN PERSON AT 85 MECHANIC STREET, RIVERDALE COMPLEX, LEBANON, NH. 603-448-6340. OFFICE HOURS ARE MONDAY THROUGH FRIDAY, 8AM – NOON AND 1PM – 4:30PM.
 - a. Search the Job Match system as often as possible (at least 2 – 3 times per week). When searching for jobs through the Job Match system, search for any all positions you “can” do, not just positions you have had experience with in the past.
2. THE NEW HAMPSHIRE EMPLOYMENT SECURITY OFFICES OFFER MANY OTHER RESOURCES:
 - a. FREE INTERNET ACCESS TO SEARCH FOR JOBS
 - b. HELP WANTED JOB POSTING AREA AND LOCAL/REGIONAL/STATE NEWSPAPERS
 - c. SERVICE REPRESENTATIVES SPECIFICALLY FOR VETERANS
 - d. EMPLOYMENT COUNSELING
 - e. JOB SEARCH WORKSHOP CLASSES ONCE PER WEEK, SUCH TOPICS TO INCLUDE:
 - i. RESUME & COVER LETTER WRITING; THE JOB APPLICATION; THE INTERVIEW; INTERVIEWING SKILLS & TECHNIQUES, USING THE INTERNET AS A JOB SEARCH TOOL; NETWORKING AND EXPLORING OTHER LEADS AND THE ENTIRE JOB SEARCH PROCESS
3. REGISTER WITH THE VERMONT DEPARTMENT OF LABOR JOB LINK PROGRAM EITHER ONLINE AT: <http://www.vermontjoblink.com/> OR IN PERSON AT THEIR OFFICES ON HOLIDAY INN DRIVE, WHITE RIVER JUNCTION, VT. 802-295-8805.
 - a. Search the Job Link system as often as possible (at least 2 – 3 times per week). When searching for jobs through the Job Link system, search for any all positions you “can” do, not just positions you have had experience with in the past.
4. KEEP AN EYE OUT FOR HELP WANTED SIGNS POSTED AT BUSINESS LOCATIONS, NOT EVERYONE ADVERTISES IN THE PAPER.
5. CHECK NEWSPAPERS DAILY (ESPECIALLY SUNDAYS) AND APPLY FOR ANY AND ALL JOBS AVAILABLE. YOU CAN BROWSE THE NEWSPAPERS FREE AT THE LOCAL LIBRARY OR AT THE NEW HAMPSHIRE EMPLOYMENT SECURITY OFFICES.
6. SEARCH ONLINE FOR JOBS BY CHECKING THE FOLLOWING SITES: www.jobsinnh.com, www.jobsinvt.com, AND SEARCH UNDER LOCAL BUSINESS NAMES, TOWNS/CITIES/STATES, MEDICAL AND EDUCATIONAL INSTITUTIONS, (SCHOOLS/COLLEGES/HOSPITALS). INTERNET ACCESS IS FREE AT THE LOCAL LIBRARY AND AT THE NH EMPLOYMENT SECURITY OFFICES.
7. REGISTER WITH LOCAL EMPLOYMENT AGENCIES SUCH AS:
 - a. TECHNICAL NEEDS, 85 MECHANIC SREET, LEBANON, 448-9900 OR www.techneeds.com
 - b. WESTAFF, 30 AIRPORT ROAD, WEST LEBANON, 298-6997 OR www.westaffvt.com
 - c. LEDDY GROUP, 115 ETNA ROAD, BUILDING 3, LEBANON, 727-0102 OR www.leddygroup.com
 - d. AIRS, 58 FOGG FARM ROAD, HARTFORD, VT, 802-295-4695
 - e. EMPLOYMOMS, 800-671-0018 www.employmoms.com
 - f. T.P.I. EMPLOYMENT 169 CHARLESTOWN ROAD, CLAREMONT, NH 03743 www.tpistaffing.net
8. ATTEND JOB FAIRS. THESE ARE ADVERTISED IN LOCAL NEWSPAPERS, RADIO ADVERTISEMENTS AND AT THE STATE WEB SITE AT: http://www.nh.gov/nhes/news/jobfairs_expos.htm